



Iowa Department of Human Services

Terry E. Branstad
Governor

Kim Reynolds
Lt. Governor

Charles M. Palmer
Director

January 22, 2014

Michelle Langseth
100 Birch Street
North Liberty, Iowa 52317

Dear Michelle,

I appreciate your working with me to complete the spot check. Here is the website to check out pac'n'plays that have been recalled to ensure you do not have one that has been recalled and is unsafe-
<http://www.cpsc.gov/>

When you read this letter it may seem a bit overwhelming. I would suggest you sit down, take a deep breath and remember you have 30 days to get these items into compliance.

This letter is in regards to the January 21, 2014 compliance check of your Category B, Registered Child Development Home. Iowa Code Chapter 237A and 441 Iowa Administrative Code, Chapter 110, describes specific requirements that must be met by a Registered Child Development Home. The following areas were out of compliance at the time of my visit:

- ☐ 110.5(1) Conditions in the home are safe, sanitary, and free of hazards.
- ☐ 110.5(1) f- Combustible materials are kept away from furnaces, stoves, gas dryers, or water heaters.

Reason determined out of compliance: I observed combustible materials within three within three feet of the furnace and water heater.

How to correct: You need to move these materials a minimum of three feet from the furnace and water heater and maintain an minimum of three feet of clearance at all times around these appliances.

- ☐ 110.5(1)n Has a minimum of one single-station, battery-operated, UL-approved smoke detector in each child-occupied room and at the top of every stairway.

Reason determined out of compliance: I noticed you have smoke detectors in every child occupied room. They are wired together so if one sounds an alarm they all do.

I did not see a smoke detector at the top of the basement stairway

How to correct: Place a smoke detector at the top of the stairway from the basement. This can be battery operated and does not need to be hooked up to the other ones in your home.

- ☐ 110.5(1)q All dogs and cats have annual examinations. Records of the exams are on file and must verify that routine immunizations are current and animal is free of endo and ecto parasites.

Reason determined out of compliance: I reviewed your pet records for your pet Tank. You had an exam done on 6/13/13 and the rabies vaccination does not expire until May of 2015. I did not find any documentation specifically stating your pet is free of endo and ecto parasites.

How to correct: As we discussed you can use the Veterinary Health Certificate I left

with you and have your complete and sign it to meet this requirement.

☐ 110.5(1)v The provider has written policies about responding to health-related emergencies.

Reason determined out of compliance: I did not find a record of this policy in your provider file. If I missed it please mail me a copy to review.

How to correct: If you do not have a written policy for this you need to write one. I have enclosed a reference sheet to use as a guide in developing this policy. If y would like me to review it once you have written it you can e-mail me an electronic copy and I'll review and send back with comments.

☐ 110.5(2) A provider file is maintained and contains:

☐ 110.5(2)a A physician's signed statement of health and immunization status on the provider and all members of the household who may be present when children are in the home. Statements must be obtained at the time of initial registration and updated every two years.

Reason determined out of compliance: I did not find any information on your husband's immunization record or a copy of a physical done within the past 2 years. The physical in the file for you has expired as it is more than 2 years old (5/18/11). I found documentation you have been immunized for Measles, Mumps and Rubella. I did not find documentation you have been immunized for polio and Tetanus/Diphtheria.

How to correct: As we discussed for your husband if he is not around the children and is not in the home during child care hours I need a written statement form you to that effect. If he is around the children at any time (he is home sick, gets off work early, etc.) you will need to have a physical and a copy of the Child Care Provider Physical Exam Report completed and signed by his doctor for your file. You will need to have the same form done on yourself to meet this requirement.

☐ 110.5(8) Children's Files

☐ 110.5(8) An individual file is maintained for each child and updated annually or when there are changes. Each file contains:

☐ 110.5(8)c A signed medical consent from the parent authorizing emergency treatment.

Reason determined out of compliance: I did not find this information in any of the children's files I reviewed.

How to correct: You can use the Emergency Medical Authorization form I left with you to meet this requirement, or add this information to the existing forms you use to get required information on each child in your care.

☐ 110.5(8)d For infants and preschoolers: An admission physical examination, on the first day of attendance, including past health history, status of present health, allergies and restrictive conditions, and recommendations for continued care when necessary. The date of the exam is not more than 12 months before the child's first day of attendance.

I was not able to determine compliance as I was not certain when children started in your care. So a reminder is whenever a child begins in your care you need to get a copy of a physical done within the past 12 months. If it is a newborn child then get a copy of

their first check-up. Make sure you gather information from the parents of any special medical conditions or needs such as allergies, medications, etc.

☐ 110.5(8) e For infants and preschoolers: A statement of health signed by a physician submitted annually.

Reason determined out of compliance: I did not find this information in the files for Ch, Z, Ca, and H.

How to correct: I have enclosed a form you can have the parents use for this. Make sure you have a copy of a physical submitted to you annually on each child in your care.

☐ 110.5(8)i Written permission from the parent(s) for their child to attend activities away from the child development home. It must include times of arrival and departure, destination, and person(s) responsible for the child.

We talked about the fact you take walks and go to the school playground regularly weather permitting. You can develop a field trip permission to cover these activities as they are away from the child care home. Below is a clarification we got from our main office on how to write these.

PERMISSION SLIPS

It would be acceptable to have a time limited (6mo/year) general permission slip for walks in the neighborhood and/or walks to a neighborhood park so long as the permission slip included a disclosure that these walks would occur on various days (weather/numbers/staffing permitted) throughout the authorized time period. It would be helpful to include a statement on the permission slip that indicated the walks would generally occur between TIME A and TIME B (knowing this was not an exact time limitation). Additionally, the form should always include the persons responsible for the children while they are away from the CDH.

Non-compliance with any of the mandated regulatory requirements listed above may lead to the cancellation or revocation of your Child Development Home Registration. **Please take whatever steps are necessary to completely address each of the violations noted above. It is essential you correct all above-mentioned violations within the next 45 days.**

☐ Based on the items out of compliance listed above, a recheck or follow up visit to your home is not necessary. However, it is essential you provide documentation to the Department that certifies you have corrected each of the identified regulatory violations and are now in complete compliance with all Departmental regulatory mandates. **Please check mark each of the boxes listed above when the necessary corrections have been completed. By doing so, you certify that you have completed all of the mandated regulatory requirements contained within each identified section.**

I certify that I have taken all of the steps necessary to correct each of the identified violations noted above and am now in complete compliance with all of the Departmental mandated regulatory rules.

Please sign and date below, and return this form in the provided envelope by: March 3, 2014.

X

Signature

Date

Please do not hesitate to contact me at DHS at 319/892-6803 if you have any questions regarding this letter.

Sincerely,

Dale Garlinghouse
Social Worker II

Always Remember:

Child Care Resource and Referral is an excellent resource for providers to access training options and support in your area. You can reach Child Care Resource and Referral at 563/324-3236- ext. 1428- Tessa Amato.

As you plan your future trainings to meet your 24 hours of training requirement, please remember that you need to use only DHS approved training and only 12 hours can be by self-study. You can access the approved training by going to http://www.dhs.state.ia.us/Consumers/Child_Care/Professional_Development.html and you can sign up for training at <https://ccmis.dhs.state.ia.us/trainingregistry/>

All providers need to maintain compliance with rules set out in Iowa Administrative Code, Chapter 110, which includes: 441 IAC 110.5(1): Check with the appropriate authorities to determine how the following local, state, or federal laws apply to you: • Zoning code • Building code • Fire code • Business license • State and federal income tax • Unemployment insurance • Worker's Compensation • Minimum wage and hour requirements • OSHA • Americans with Disabilities Act (ADA).